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FSID AND CONTACT DIVISION ADMINISTRATIVE STAFFS

General Comments and Recommendations

Procedures in the FSID and Contact Division Administrative Staffs are least formal and detailed of all those surveyed. It is noteworthy that these staffs are also the smallest in proportion to T/O's they serve, despite the fact that these divisions have field offices to maintain.

FSID and Contact Division are able to operate efficiently with small administrative staffs because:

a. Their procedures are informal; there is no logging, no highly formalized paper handling and review, and much of the work is handled orally;

b. the Staff Chiefs perform some of the repetitive functions (e.g. the Chief of Contact's Admin. Staff does all the budgetary and fiscal record-keeping work);

c. [redacted] 25X1

It should be pointed out, however, that these divisions do not have some of the problems which OSI, an office of comparable size, must cope with, such as research contracts.

We have no comments or recommendations for improvement of the FSID or Contact Division Administrative Staffs.

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FBID ADMINISTRATIVE STAFF PROCEDURES

Personnel and Training Procedures

PROCEDURES	COMMENTS

Promotions

1. Memorandum recommending promotion sent by a Branch or Bureau Chief to the Chief of FBID. It is then sent to the appropriate FBID panel for discussion. (Once a year everyone over GS-5 is ranked by the appropriate panel.) The panel obtains the individual's folder from the Administrative Staff, as well as, information regarding his time in grade. (If the employee is in grade 13 or higher he must also be rated by the OO Career Service Board.)

2. The panel sends a copy of its minutes to the Administrative Staff and the personnel clerk puts these in the employees folder and sends the original folder plus the minutes to the Career Service Board (if the employees is in Grade 13 or higher). Then copies of the memo go to the Chief, FBID, with a note on the memorandum noting that the panel has approved the promotion. After the Division Chief approves, he sends it back to the Administrative Staff (Chief or the Deputy Chief). They tell the personnel clerk how to handle and what slots to use and give her the memorandum.

3. The personnel clerk checks her T/O for an available slot, types the 1152a (OS2) for the promotion (if necessary she also types an 1152a to reassign people in order to accommodate the promotion).

4. The 1152a then goes to the Admin Staff's Deputy Chief for a general review and to the Chief of the Admin Staff and to the Division Chief for signature. Then it is

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PROCEDURES	COMMENTS

returned to the Administrative Staff.

5. Admin Staff clerk sends the original of the 1152 to the Office of Personnel and sends a copy to the Branch or Bureau and keeps one copy of the 1152a in the suspense folder. She makes a record of the request for the monthly work report.

6. When the Administrative Staff receives the form 1150 the personnel clerk marks the effective date on the suspense copy of the 1152a and files that in the individual's folder. She then records the completion of the promotion on her work sheet for the weekly report and records it on the individuald Kardex card.

7. The clerk attaches a routing slip to the 1150 and sends to the Deputy Chief of the Administrative Staff and the chairman of the appropriate panel. Then it goes to the Division Chief to prepare a memorandum to the employee (a copy of this goes to the Admin Staff for inclusion in employee's folder). Memorandum from the Division Chief goes to the Branch or Bureau Chief, who presents it to the employee.

Initial Hiring and Placement

1. After internal discussion FBID submits a recruitment request to the Office of Personnel. Office of Personnel receives applications and sends over files to the Administrative Staff. These are logged in by the secretary to the Chief of the Administrative Staff, who keeps a continual record with the log of the location of these folders. Folder goes to the Deputy Chief of the Administrative Staff.

2. Deputy Chief reviews the individual's qualifications, turns down those who are not appropriate, and sends those which may be of interest to the

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appropriate Branch Chief (through the secretary of the Administrative Staff who records the destination of the folder).

3. If the Branch Chief is interested he asks the Deputy Chief of Admin to arrange an interview to arrange testing and travel to Washington and so forth.

4. The individual is interviewed. If the Branch Chief is not interested in employing him the Administrative Staff notifies the Office of Personnel, logs out folder and returns folder to the Office of Personnel. If the Branch Chief is interested and the employment is approved by the Chief and the Branch Chief, the Deputy Chief of Administrative Staff instructs personnel clerk to prepare the 1152a (they tell her the grade of the position; the personnel clerk helps select the appropriate slot to be used from the T/O book).

5. Personnel clerks types the 1152a (OCA). This is reviewed by the Deputy Chief and Chief of Admin and signed by the Division Chief and then returned to the personnel clerk in Admin Staff who suspends one copy, sends the original plus the folder to the Office of Personnel, two to the Office of Security, and one to the Branch concerned.

6. Office of Personnel calls when the individual is ready to go to work. Personnel clerk gets approval from Deputy Chief or Chief of Admin Staff (they contact DD/I's Office to get approval).

7. The individual appears at the Administrative Staff (Office of Personnel calls first to get clearance for entrance on duty). Personnel clerk takes him to the Chief, Admin Staff or to the Deputy Chief for interview. Personnel clerk prepares Kardex card and folder for the employee. If he is a professional individual, Personnel Clerk prepares Kardex card and folder

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for the employee. If he is a professional individual, Personnel has him make up an information sheet and a language data record (the information sheet is placed in his folder). Personnel clerk enters the language ability of the employee on his Kardex card, sends the language data to Personnel. The individual gives his locator card to secretary for the Admin Staff Chief and takes his card to the Branch where he is going to work. If he is going overseas the Administrative Staff also prepares his travel orders, necessary 1152a, etc.

8. When form 1150 is received, personnel clerk enters the effective date on her suspense copy of the 1152a; places the 1152a in the folder; sends the 1150 to the individual through his Branch Chief. She ten records the action for her monthly report.

Reassignment Within FBID

1. If it is a reassignment in headquarters from one job to another of the same type, the Admin Staff personnel clerk types form 1152a (O&l). This is reviewed by the Chief of Admin Staff and signed by the Division Chief. Personnel clerk of Admin Staff then sends the original to the Office of Personnel and places a copy in suspense. When the 1150 is received, she records the action on the individuals Kardex card then handled as in Initial Hiring, step eight, except that the 1150 of the individual is put in his folder.

2. If a reassignment is from one type of position to another, type the procedure is the same as in above, except that an extra copy of the 1152a is sent to the Branch and form 1150 is sent to the individual.

3. If there is a reassignment from headquarters to field, procedure is

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the same as the one above except that the personnel clerk types 0&4 of the 1152a and sends two copies to the Office of Security.

Reassignments Within CIA From FBID

1152a is typed in the gaining Office. Admin Staff personnel clerk is told when the employee is being reassigned; she records this on her monthly report she pulls the individuals Kardex card and his folder and forwards to the gaining Office the following:

Personnel qualifications questionnaire, FBS supplements, training requests, and a copy of the Kardex card (she retypes a new Kardex card on the form CSOF4b) she then places her Kardex card in the folder and retires the folder.

Details

There are no records or formal paper work procedure except that the personnel clerk keeps a folder (no Kardex) for individuals detailed to FBID and she notes in folders for FBID personnel who are detailed to other offices.

Resignations

1. The individual tells the Admin Staff personnel clerk that he is resigning.

2. She types form 1152a (0&2), gets the employees signature.

3. Reviewed by Chief of Admin Staff and by the Division Chief. Sent Personnel qualifications questionnaire, FBS supplements, training requests, and a copy of the Kardex card (she retypes a new Kardex card on the form CSOF4b) she then places her Kardex card in the folder and retires the folder.

Details

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PROCEDURES | COMMENTS

There are no records or formal paper work procedures except that the personnel clerk keeps a folder (no Kardex) for individuals detailed to FBID and she notes in folders for FBID personnel who are detailed to other offices.

Resignations

1. The individual tells the Admin Staff personnel clerk that he is resigning.

2. She types form 1152a (OA2), gets the employees signature.

3. Reviewed by Chief of Admin Staff and by the Division Chief. Sent back to the Admin Staff personnel clerk for transmittal to Office of Personnel and to the Comptroller.

4. Personnel Clerk calls the O/Personnel to arrange an exit interview.

5. Personnel Clerk retires the records as in Reassignments above.

Leave Without Pay

(Maternity)

1. Supervisor tells personnel clerk about the leave without pay and the approximate date. Personnel clerk makes a note on her calendar.

2. At the beginning of the month before the leave month the personnel clerk calls the employee to obtain a medical certificate. She checks the medical certificate to make certain the employee will leave six weeks before her maternity date. Personnel clerk types form 1152a sends it through the usual channels (see Promotions). Personnel clerk pulls one copy of the 1152a for suspense, one for the Branch, and sends the original to the Assistant Director for Operations, who then sends it to Personnel and Comptroller.

3. When the 1150 is received personnel clerk

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PROCEDURE:

COMMENT:

follows the Promotions procedure (except that the 1150 is held in the employee's folder until the leave without pay ends). Personnel clerk then marks her monthly report work sheet and makes the necessary changes in the T/O book.

Reports

The following reports are prepared by the FBID Administrative Staff: Monthly personnel report to the Division Chief; weekly on duty and leave without pay reports to the Division Chief and the Office of Operations; monthly financial status report.

Zone of Consideration

No formal procedures are established in the FBID Administrative Staff. Zone of Consideration is left up to the Branch Chief.

Periodic Step Increases

1. Admin Staff personnel clerk receives the PSI forms plus a machine listing of names of people for whom they are required from the Office of Personnel. She sorts them by supervisor, checks the forms sent against the list and distributes the forms.

2. When the forms are returned, she sends them to the Office of Personnel.

3. Personnel clerk receives salary increase notification in an original and one copy. She records the salary increase on the Kardex card, files one copy in the individual's folder and sends the other to the Branch for transmittal to the employee.

Job Classification

No job classification is done by the Admin Staff except in assisting in

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in preparation of job sheets within the Branches.

Fitness Reports

1. A list is sent over monthly from the Office of Personnel containing names of people for whom fitness reports are required.

2. Admin Staff personnel clerk types the top of the form and sends out O&2 to the Branches. She makes a note on the Kardex card of the dates to be covered by the fitness report; then she lists alphabetically the name of the employee, location, type, and date sent to supervisor (when the reports are returned she records them on this list).

3. When the forms are returned, she pulls a copy sends the O&1 to the Office of Personnel and sends a copy to the appropriate staff office (this is later returned to her and she puts it in the individuals folder). She then records the receipt and transmittal of the fitness report in a loose leaf log.

Career Preference Outlines

1. Personnel clerk maintains a list of names of the Career Staff members and the dates of their membership. To the first fitness report after membership, she attaches a Career Preference Outline form and records this on her list. She records on the Kardex card membership in the Career Service Staff and the submittal of the career preference outline.

Training Requests

Internal Training

1. Personnel clerk is notified directly by the individual or by a responsible staff officer (call or memorandum) of training to be taken.

2. She prepares a Training Request. This is reviewed by Deputy Chief and signed

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by the Chief of Admin Staff. Division Chief also signs it.

3. Personnel clerk sends Ofl of the Training Request to OTR and keeps a copy for the individual's folder. She records on the training card which is maintained in Admin Staff (by course), name, date, and training taken. She also makes a record on monthly report sheet of the number of hours per week of training. When the course is completed she records on the personnel report, on the training card and on the individual's Kardex card.

External Training

1. The proposed external training is discussed by the appropriate FSID Career Panel and then it is discussed with the Division Chief. If the Division Chief approves the training, the Admin Staff is advised.

2. Personnel clerk types the Training Request, using information obtained from the employee, and get the employee to sign it. This is reviewed by the Deputy Chief and Chief of Admin Staff and by the Division Chief.

3. The Division Chief holds the request for Career Service Board meeting. After it is approved by the Career Service Board it is sent to the Admin Staff.

4. Admin Staff sends the Training Request to OO for approval and then it is sent to OTR. Admin Staff clerk pulls a copy of the Training Request before it is sent to OTR. A copy of this form is put in his folder, and she records the external training on the Kardex card and on her monthly report work sheet. The next step is the same as the last step under internal training.

Operation of Internal Training Courses

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PROCEDURES

COMMENTS

FRID operates five courses. Admin Staff Personnel Clerk arranges schedules with the teachers (from within FRID). She sends memoranda to people who are to take the course and to the teachers reminding them of the course and schedule and enters on the training card and her monthly report sheet the training, who is taking it, etc. The trainee gets the memo signed by the teacher. Personnel clerk puts the memo in the employee's folder.

DD/I Vacancy Notice

Vacancies Within Other CIA Offices

1. Admin Staff personnel clerk obtains four copies of the vacancy notice, distributes these within FRID and keeps one copy.

2. Potential applicants for the vacancy discuss their interest with the appropriate Staff Officer.

3. Personnel clerk gives the applicant a form to prepare, then she types up the application form and checks the information for accuracy.

4. She prepares a routing slip and sends the original plus 3 to the other Office, the AD/for Operations, and the DD/I, and she keeps one copy in suspense.. If the individual is reassigned to the other office same procedure is followed as in reassignments above.

Vacancies Within FRID

1. Admin Staff personnel clerk types the vacancy notice after Chief or Deputy Chief write up the information.

2. Applications are reviewed by Deputy Chief, Admin Staff then handled as the same as in reassignments.

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BUDGET, FISCAL, AND ADMINISTRATIVE SERVICES

FBID Field Bureaus maintain their own fiscal records. They submit budget estimates, which are usually accepted at headquarters. Contracts are also handled in the field. The FBID Budget Officer, headquarters, consolidates all the fiscal records as a check on the record maintained by the bureaus [redacted] FBID's Bureaus have Administrative Officers). The Bureaus keep records of obligations and expenditures and send in monthly reports. They pay most of there bills locally. Requisitions for equipment, to the Administrative Staff. The technical ones are handled by FBID's Chief Engineer. All travel orders are written at headquarters except for very limited local travel for which the Bureau Chiefs can write their own travel orders.

25X1

Budget Estimates

1. In January, the Budget Officer, writes to the Field Offices asking for Budget Estimates. The Field Offices send in the Estimates in April. Budget Officer gives to the Chief Engineer those estimates for object classes 04, 07, 08, and 09. 04 object class estimates also are reviewed by the Chief of Communications Operations. The Chief Engineer and the Chief of Communications Operations may change the estimates without advising the field. After their review they return them to the Budget Officer.

2. Budget Officer consolidates all estimates, checks arithmetic and makes an analysis sheet for the total. He then advises the Chief, Admin Staff of the total.

3. The Budget Officer and Chief develop 01 estimates from IBM reports and from field records of overtime.

4. Budget Estimates are discussed with the Division Chief and sent (a preliminary estimate) to OO. They are then sent to the Office of the Comptroller.

5. Congressional Budget is done in the

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Pro PROCEDURES

COMMENTS

Same manner as of June 30. They receive advice of allocation, establish fiscal records, and tell the Bureaus what has been allocated by object class (Office of Comptroller gets copies of all obligating documents from the field Bureaus. Budget Officer also receives copies to see.)

Overtime

1. Budget Officer receives overtime request from each headquarters [redacted] for 4 pay periods in advance. Foreign Field is authorized to work overtime without previous approval, but usually they await the approval of Division Chief. No formal procedures are followed otherwise.

25X1

Travel
(Except for PCS there is practically no travel conducted within FMID)

Headquarters to Field

1. Admin Staff Assistant is advised when an individual is going some place and the time of departure.

2. He calls the traveler and gets him to read the post report. He advises the traveler about post, weight allowances, and other information of interest to him.

3. He then types the travel order (assigning a number from the travel order book). This is reviewed by the Budget Officer who approves for the availability of funds and then by the Chief of Admin Staff.

4. T.O. sent to the Division Chief to approve. Back to the Admin Staff for removal of a copy for its files and two copies for the receiving bureau.

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5. Its then sent to the Deputy Assistant for Operations; then thru the Cover Division of Central Processing Branch.

6. Admin Staff clerk keeps a copy of the travel order that the individual signs, in individual's file, and two copies are sent to the receiving bureau.

7. Admin Staff clerk arranges medical processing and shots and sends a message to bureau advising of the issuance of the Travel Order. When Central Processing Branch arranges the itinery Admin Staff clerk wires the Bureau of the arrival date.

8. Travel Voucher is sent from the Bureau to the Administrative Staff where it is examined by the Budget Officer and the Admin Staff clerk and then sent to the Office of Comptroller.

9. They receive the check for the traveler and send it to him.

Field to Headquarters.

1. Admin Staff clerk receives a wire requesting preparation of a Travel Order. He prepares a Travel Order which is reviewed by the Budget Officer and then reviewed by the Chief, of Admin Staff, Chief of the Division, and Deputy Assistant for Operations.

2. When the Travel Order is approved, he advises the bureau by wire. They pull three copies, send two to the bureau and send the original to Central Processing Branch.

Requisitions

For Headquarters

1. Branch tell the Admin Staff clerk what they want and he types a

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requisition, checking the catalog for price and vendor, etc.

2. Approved for availability of funds by the Budget Officer.

3. Clerk sends the requisition to the Office of Logistics.

4. Later he receives dittoed copies back. These are recorded in the fiscal records and then the material is delivered to the requestor.

For Field

1. Procedure is the same except that shipping documents are sent to the Field.

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CONTACT DIVISION ADMINISTRATIVE STAFF

Personnel and Training Procedures

PROCEDURES	COMMENTS
Promotions	
Field request for promotions of professionals go first to the Division Chief; requests for clerical promotions go directly to the Admin Staff.	
1. Request for promotion is made by the supervisor (stating length of time the employee has been in grade, etc.)	
2. Personnel clerk prepares the form 1152a; Chief, Admin Staff may instruct her to arrange for a different slot. Assistant Chief and Chief of the Admin Staff both review 1152a and then it goes to the Division Chief to sign. Proposed promotion is taken up by the Career Service Board (which consists of the Chief, his Executive Assistant, Chief of the Admin Staff, Deputies for Collection and Support, and the eight Branch Chiefs they meet every two weeks). After the Career Service Board considers and approves the promotion, the form 1152a is sent back to the Administrative Staff. The original letter and the copy of the 1152a are enclosed in the individual's folder and a suspense copy of the 1152a is kept aside by the personnel clerk. She then sends the 1152a to the Office of Personnel. If the promotion is to GS-13 or higher, the 1152a goes to the AD of Operations for his signature.	
3. The 1150 is sent to the Administrative Staff where the personnel clerk posts it to her Kardex file. It is sent to the Chief and Deputy Chief of the Admin Staff to review and then it is sent to the [redacted] If it is a headquarters job 1150 is sent to the Branch Chief. Personnel clerk	

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puts the date on the suspended copy of the 1152a and puts that in the employee's folder. She removes and destroys the remaining copy of the 1152a. The Admin Staff prepares a monthly report to the AD for Operations regarding personnel action.

Initial Hiring and Placement

25X1 The Office of Personnel refers personnel, especially clericals, to Admin Staff of Contact Division for consideration. In [redacted] some of the Chiefs do their own recruiting; however, normally all
25X1 girls for the [redacted] come from Headquarters.

1. The Office of Personnel sends over a folder on the prospective employee. The folder is reviewed by the Chief and the Deputy Chief of the Admin Staff and if they feel it is of interest, they will send it to the
25X1 Branch or [redacted] The personnel clerk in the Admin Staff keeps a log on the folders going in and out. (Before it's sent to the field by the Administrative Staff the Division Chief, and Executive Assistant have to review it.)

2. Field Offices not interested will return the jacket to the Admin Staff. Admin Staff logs it out and sends jacket back to the Office of Personnel. Personnel clerk of the Administrative Staff records on the jacket why there is no interest. This log is kept
25X1 indefinitely. If the [redacted] Branch is interested the jacket is returned to the Administrative Staff with instructions to type an 1152a. Personnel clerk types an 1152a and records the name of the employee on the T/O, (this takes place after the Division
25X1 Chief and the [redacted] Branch Chief have approved the hiring of the individual).

3. The personnel clerk prepares a jacket for the individual and prepares a

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Kardex card for including in the overall file.

4. The steps following here with regard to the sending out of the 1152a and the receipt of the 1150 are the same as recorded for promotions.

5. Reassignments Within Contact Division

The reassignment is discussed at the Contact Career Service Board meeting. Chief of the Admin Staff returns from this meeting and instructs the personnel clerk to type the 1152a. Procedure for handling the 1152a and the 1150 are then the same as for promotion.

6. Reassignments Elsewhere in CIA

This is discussed with the Division and Branch Chief and Chief of the Administrative Staff. Administrative Staff prepares a letter of release and receiving Office submits the 1152a for Contact Division to sign. This has to be concurred in by the Contact Division Career Service Board. The Admin Staff personnel clerk sends pertinent information from the individual's file to the gaining Office and she also sends the Kardex card and destroys the rest of the folder.

7. Details To Other Components

Contact Division has practically no details from other components and, therefore, there is no formal procedure established.

8. Details From Other Components

a. The originating Office sends in a memorandum which is concurred in by the Division Chief and the Deputy for Collection.

b. The Administrative Staff gets a copy of the 1152a prepared by the originating component.

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c. Administrative Staff keeps a jacket and a Kardex card for the individual as if he were a Contact Division employee. Administrative Staff prepares a memorandum to the Office of the Comptroller asking that the individual's check be sent directly to him.

9. Leave Without Pay

(Division Chief can approve LWOP up to 15 days. If it is over 15 days a form 1152a has to be prepared.)

a. Branch Chief approves the LWOP and sends the memorandum to the Administrative Staff requesting action on it. Deputy Chief and Chief of the Admin Staff review it and the Chief instructs the personnel clerk to type the 1152a, This goes through the Executive Assistant to the Division Chief for approval. If the employee involved is above Grade 13 the Assistant Director for Operations approve it.

b. A copy of the 1152a and the memorandum are put in the employee's folder by the personnel clerk. The original of the 1152a is sent to the Office of Personnel. Receipt of the 1150 is the same as for promotions except that the 1150 is held by the Administrative Staff until the employee returns to the job.

10. Resignations

Personnel clerk types 1152a after the employee has submitted his resignation or stated that he wishes to resign. The Chief of the Division signs the 1152a.

a. The personnel clerk arranges for an exit interview by the Office of

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Personnel (if the individual resigns in the field the personnel clerk types an 1152a plus life insurance conversion form, secrecy oath, etc. She attaches a standard memorandum and sends it to the field. The memorandum is signed by the Chief Administrative Staff. The signed papers are returned; the 1152a is sent to the Office of Personnel. The secrecy oath goes to the Office of Security and the insurance papers go to the Office of Personnel (also copies of all these papers are put in the individuals folder).

11. Security

Administrative Staff takes no steps regarding Security other than such things as arranging for badges. Executive Assistant to the Division Chief is Security Officer for Contact Division.

12. Zone of Consideration

There is no regular procedure established in the Administrative Staff. The Career Service Board regularly considers all persons.

13. Periodic Step Increases

a. Administrative Staff sends a PSI (0&2) to the Administrative Staff.

b. The Admin Staff keeps a copy and sends two copies of the forms to the Branch Chief with a dittoed memorandum attached (this is a memorandum devised by the Admin Staff). Personnel clerk keeps a record of the PSI forms for returns and when a batch of 20 is received, the Admin Staff returns to the Office of Personnel.

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14. Orientation

This is conducted by the Chief of WE Branch for Contact Division. The Administrative Staff does some orientation in regard to such Administrative matters as insurance.

15. WAE's (There approximately 25 of these in Contact Division)

Procedure is the same as for regular full-time staff employees

16. Job Classification

Very little classification work is done by the Administrative Staff except insofar as helping the Branchs write job sheets is concerned.

17. Fitness Reports

The Admin Staff receives the FR form with a list of names from the Office of Personnel.

The personnel clerk types the top half of the form, records on her list when she sends them out to the Branch Chiefs and when they are returned (they use a ditto form devised by the Administrative Staff to transmit the FR's to the [redacted] they are transmitted to the Office of Personnel. No log is kept.

25X1

18. Career Preference Outlines

Contact Division has received all but about 25 of these so that there is no formal procedure now. A copy of the CPO is kept in the individual's folder; the others go to the Office of Personnel.

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Training Requests

Internal Training

1. The individual wishing to take the training prepares request form, form 73. The training request is sent to the training officer of Contact Division, the Executive Assistant to the Division Chief. He signs it, shows to the Division Chief, The training request goes to the Assistant Director for Operations. (All 25X1 [redacted] personnel for Contact Division offices come to headquarters, every two years for ten days of training. The Administrative Assistants also come in for this training under the Chief of the Administrative Staff as do the clerical personnel from resident agencies).

External Training

Proposed external training is brought up before the Division and the Office of Operation Career Service Boards. After its approved, the forms a are prepared in the Branch. Administrative Staff keeps a copy in the individuals folder and processes them the same way as FBID.

DD/I Vacancy Procedure

For Vacancies within Contact Division

Administrative Staff prepares a vacancy notice. Personnel clerk sends it out. Applications are received in the Administrative Staff. Clerical or administrative applications are processed by the Deputy Chief and Chief of the Admin Staff. The Division Chief does all the hiring of professionals. Processing of 1152a and the 1150 is handled in the same manner as for promotions.

BUDGET, FISCAL & ADMINISTRATIVE SERVICES PROCEDURES

Travel
(Handled by Administrative Staff Assistant)

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PROCEDURES | COMMENTS

Travel from Headquarters

1. Administrative Assistant gets the information from the traveler and she may help arrange the itinery.

2. She types the travel order and assigns a number from the list she keeps. This goes to the Executive Asst. to the Division Chief and to the Deputy Assistant Director for Operations to sign. A copy of the travel order is kept by the Admin. Staff until the voucher is submitted.

3. Copy of the travel order is sent to the Central Processing Branch. (This is before it goes to the Deputy Asst. for Operations). The Central Processing Branch issues a transportation request on the basis of a travel order. If there is a request for advance this is also prepared in the Administrative Staff. The procurement of tickets is then handled by Central Processing Branch. No further action is taken by the Administrative Staff until the voucher is prepared.

25X1

[redacted]

Accounting for Travel

1. When the traveler returns the Admin Staff Administrative Assistant obtains the information regarding his travel, and types voucher forms. She has him

PROCEDURES | COMMENTS

sign them.

2. A copy of the voucher is kept with the travel order until the individual is paid. The original of the voucher is sent to the Fiscal Division.

3. After the traveler is paid the travel order copy and the voucher copy are destroyed.

Reproduction Services

People within the Division requiring material tell the Administrative Asst. in the Admin Staff. She prepares necessary forms, keeps a copy and sends the other forms to the Office of Logistics. Office of Logistics sends her down a work order which she keeps. When the material is received she destroys all copies of the forms.

Procurement of Library Books

Purchase orders are typed in the Administrative Staff. All loans are handled by Contact Divisions Index Branch (This is a special arrangement because of the particular knowledge of the person in Index Branch handling Library loans).

Payroll Time and Attendance Records

No formal procedure is established in the Administrative Staff for handling these. T&A's are handled in the Branches and turned into the Administrative Staff where they are sorted and checked and sent to the Office of the Comptroller. The Administrative Staff also delivers the pay checks.

Monthly Accountings for Unvouchered Funds

25X1 [redacted] Offices all have Unvouchered Funds which they use for their local travel. They submit monthly accountings to the Administrative Staff. Admin Staff posts these to a set of books.

Imprest Funds (Taxi C b Fund)

Chief of Administrative Staff authorizes the use of taxi cabs; Administrative Asst. obtains receipts and give the traveler

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PROCEDURES	COMMENTS

the money. Asst. Chief of the Admin. Staff records imprest funds used in Field Offices and keeps records.

Budget Estimates

All budget estimating is done by the Chief of the Administrative Staff who also maintains all the fiscal and bookkeeping records. None of the [redacted] Branches of Contact Division are involved in estimating and they have no knowledge of their allocations. Procedure followed by the Chief of the Admin Staff for preparing budget estimates is the same as in the other Offices.

25X1
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FDD Administrative Staff

General Comments & Recommendations

The FDD Admin Staff consists of a [redacted] operating as a group. Activities are, and should be, less formalized than in the longer and more complex DD/I components. Procedures are carried out to accomplish the various requirements of the Offices of Personnel, Logistics, Security and Comptroller. The performance of administrative type services is centralized in the Staff in about the same degree as in the staffs in the other DD/I Offices. 25X1

Certain minor procedural changes were suggested and adopted during the survey. One major procedural change was discussed with the Chief of the Staff and with the Chief, FDD, concerning the operation of [redacted] which would permit the reduction of one position on the Staff. It was agreed that this change would be made, and the Staff T/O reduced accordingly, as soon as new procedures could be installed and tested. This plan had a secondary advantage in that it would free an individual having excellent qualifications for the position of budget clerk, now filled by a person having lesser qualifications. 25X1 25X1

The survey questioned certain filing practices which appeared excessive. The Chief immediately began an examination of this operation looking to corrections.

Recommendations:

1. That the position servicing [redacted] be abolished and the duties of the [redacted] be readjusted to include full responsibility for their own administrative support. 25X1 25X1

NOTE: The above recommendation has been accomplished in part. The position concerned has been vacated and the former incumbent has been assigned to the Budget Clerk position. In order to expedite the Annual Planning Paper, it was passed with the surplus position still on the Staff T/O. However, the Staff Chief stated that an action would be instituted to remove the position from the Staff listing.

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PERSONNEL AND TRAINING
FDD ADMIN. STAFF

PROCEDURES — COMMENTS (See Pg. 3)

I. CLERICAL PLACEMENT

1. Standard procedure is followed--OP sends prospect and the Form 1152a--[redacted] has interview and introduces to supervisor--makes up Personnel Folder for employee and the OF4b form--files 1152a and any other pertinent papers in folder--places OF4b in Kardex file--notes effective date on forms. 25X1

II. PROFESSIONAL PLACEMENT

1. Follows prescribed procedure--no special clearance is required in FDD--OP makes travel orders if necessary for interview. Shaur conducts initial interview, followed by Branch and/or Division interview--Chief, FDD, signs all hiring actions--[redacted] posts 1152a and OF4b to show effective date. 25X1

III. EFFICIENCY RATINGS

Standard procedure is followed, including follow-up on sub-standard performance.

IV. CAREER PREFERENCE OUTLINES

Standard procedure is followed--completed outlines are filed separately in alphabetical order.

V. JOB DESCRIPTIONS CLASSIFICATION

Standard procedure is followed--[redacted] is now handling this phase. 25X1 #1

VI. RECRUITMENT

Standard procedure is followed--language qualification is paramount in FDD--OP lists are used--[redacted] handles most of these actions. 25X1 #1

VII. REASSIGNMENTS AND DETAILS

VIII. SEPARATIONS

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IX. PROMOTIONS

X. STEP INCREASES AND LWOP

Standard procedures are followed.

XI. ZONE OF CONSIDERATION

FDD/CSB has complied with regulations--a ladder of promotability has been established--no separate files are maintained.

XII. ORIENTATIONS AND BRIEFINGS

25X1 [redacted] usually handles the professionals-- #1
25X1 [redacted] handles the clericals. Briefings are informal.

XIII. REPORTS, REGISTERS AND FILES:

25X1 [redacted] maintains the following:

1. Personnel Folders (201 Files)
2. Kardex of OF4b Forms
3. File of Career Preference Outlines.
4. Applicant File
5. File of Pending Actions
6. File of Language Test Papers--FDD employees

REPORTS ARE SUBMITTED AS FOLLOWS:

1. Weekly Report to OC--

(Additions--Deletions--LWOP--TDY--Strength--Net on Duty) (May be telephoned in) #3

2. Monthly Report to OC--

(T/O, Ceiling, On Duty, In Process, EOD, Promotions, Transfers, Resignations.) #3
This report is broken down by Hq.--[redacted]
25X1 [redacted] and supported by names of employees in each category--plus Rotations, Awards and Training. 25X1

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3. Monthly Report to OO:

A recap of personnel actions plus a detailed training report including by Course Title and names of participants--External Language, Internal (Agency) Language, Other Courses: External--Internal FDD Courses, On-the-Job-Training, Lectures, Field Trips, Conventions, War College Lectures. #3

4. Special Reports as required.

XIV. INTERNAL TRAINING (OTR)

Regular procedure for requesting training--Record of training is posted to the OF4b cards--No separate record maintained.

XV. EXTERNAL TRAINING

Standard procedure as followed in OSI--except no copy sent to OP.

XVI. TRAINING COUNSELING

OTR LIAISON

CSB TRAINING SUPPORT

FOREIGN LANGUAGE AWARDS

Performs usual activities related to these functions. Publishes semi-annual roster of employees and their Language qualifications.

XVII. FDD INTERNAL TRAINING

Assists in setting up training courses--coordinates with OTR on credits--Maintains records--Makes reports.

XVIII. COMMENT NOTES:

#1 Personnel Officer should assume all personnel/training activity.

#2 Should the Division Chief be bothered with signing all actions:

Suggest	
Pers. Officer sign	All Clerical, Admin. types, GS-5 and below
Ch. Admin. sign	Clerical, Admin. types, GS-6 thru GS-9

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This is not approved above.

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#3 Ch. Admin. (or Div. Ch.) should contact AD/OC to determine whether all of this detail is actually necessary, particularly the name listings, effective dates, and the extensive breakdown on training activity.

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BUDGET, FISCAL, ADMIN. SERVICES PROCEDURES

I. BUDGET PREPARATION, JUSTIFICATION AND PRESENTATION

25X1 [redacted] with support from various others as required.

II. ALLOCATION - OBLIGATION - CONTROL REGISTERS

25X1 [redacted] in all dealings with the Comptroller and others.

25X1 [redacted] operates the accounting records and makes periodic reports as required.

III. ADJUSTMENTS - CORRECTIONS - REIMBURSEMENTS

25X1 [redacted] all contacts with Comp't., BD/I and others.

25X1 [redacted] - records maintenance and clerical tasks.

IV. CIVILIAN PAYROLL ACCOUNTING

25X1 [redacted] - posts records, etc.

V. IMPREST FUND

25X1 [redacted] - is Cashier, makes payments--prepares vouchers for reimbursement.

25X1 VI. [redacted] COST ACCOUNTING

NOTE: It was stated that this system is on a trial basis to see if it has any permanent value.

25X1 1. [redacted]

Send in weekly posting forms showing their cost figures for each contractor by project number.

25X1 2. [redacted]

Maintains and posts a cost sheet for each project, including all translation, research, editing, typing and printing costs. (Cost Sheets are loose leaf and are kept in a file folder.)

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25X1 3. [redacted]

Collects detail from F.O. Imprest Funds Reimbursement Vouchers, spreads by class and collects for the month--reports monthly
25X1 to [redacted] to be posted to cost sheets.

VII. TRAVEL ORDERS AND VOUCHERS:

1. Domestic Travel Orders:
25X1 [redacted] Receives request--works out schedule--contacts CPB giving info to obtain tickets--receives tickets--delivers tickets, reservations to traveler.

2. Domestic Vouchers:
25X1 [redacted] Receives travel detail--checks out details and per diem--prepares voucher and obtains signature--forwards to fiscal--receives check and hands to individual.

3. Foreign Travel Orders:
NOTE: Traveler makes most of his own arrangements.

25X1 [redacted] Receives detailed request--checks with CPB to get estimate of cost--prepares travel order and request for advance--informs traveler when and where he may pick up his ticket and advance.

4. Foreign Travel Voucher:
25X1 [redacted] Receives travel report--works out currency and per diem details--prepares voucher and obtains signature--forwards to Finance for payment.

VIII. REQUISITIONS FOR SUPPLIES AND EQUIPMENT
25X1 NOTE: Requisitions for the [redacted] cover all supplies and equipment--those for Hdq. are only for other than standard Stock Room items.

25X1 1. [redacted]

a. Prepares requisition for typing and obtains sign off of Ch. Admin. and Ch. FDD.

b. Forwards to Logistics for supply or procurement.

c. Obligates funds

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25X1 2. [redacted]

a. Maintains suspense file of requisitions and follows up on deliveries.

Note: 1) FDD accountability is handled by RSO, Logistics.

25X1 2) [redacted]

IX. PHYSICAL SECURITY (very few actions)

25X1 1. [redacted]

a. Checks security violations.

b. Accompanies OS inspector.

c. Gets statements and drafts memo to OO and OS.

d. Contacts OS on safe repairs.

e. As Safety Officer:

1) Accompanies S/O on inspections
2) Observes arrangement of files to prevent overloading floors.
3) Posts Safety bulletins
4) Informs S/O of planned Fire Drills
5) Keeps Fire Marshall lists current and informs them of any training available.

X. SPACE AND MOVES

25X1 [redacted]

1. Arranges for moving crews.

2. Coordinates with telephone men on any shifts required.

3. Checks out floor loads.

XI. SERVICE TO EQUIPMENT:

25X1 [redacted]

1. Surveys area for excess or damaged item.

2. Makes up Turn In Lists

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3. Contacts Logistics for pickup arrangements.

XIII. REPORTS BY BUDGET CLERK

Makes periodic report to OC concerning vouchered funds. Makes Summary Operations Report monthly to Finance Division covering unvouchered funds. Makes monthly report to Ch. Admin. Staff for info only, covering all funds and transactions. Makes quarterly report to Comptroller requesting allocations for next quarter.

XIV. ADMIN. SERVICE TASKS:

25X1 [redacted] - GS-5 Clerk Typist:

1. Credit Union and Ins. Div. payments from Field Office Staffs.
2. Distribution of Payroll checks.
3. Distribute T/A's to Branches.
4. Collects, sorts and forwards completed T/A's to Payroll.
5. Maintains overtime records.
6. Collects and forwards Safe Check Lists to O/S.
7. Issues supplies at off hours.
8. Services Bond Deduction requests.
9. Obtains Leave info.
10. Prepares Blood Donor lists.
11. Keeps parking space records.
12. Building Maintenance calls.
13. Calls for service to safes.
14. Post Bulletin boards.
15. Distribute Directories.
16. Usher workmen.
17. Make conference room schedule.

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18. Does misc. typing for Budget Clerk and others.

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